

Spring 1-1-1993

Senate Resolution SR-93S-764 Change to Comptroller Position

Student Government Association
University of North Florida

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University of North Florida

STUDENT GOVERNMENT ASSOCIATION SENATE LEGISLATION

Number SR 93S-764

WHEREAS THE ACTIVITY AND SERVICE FEE HAS INCREASED TO OVER ONE MILLION DOLLARS AND WILL CONTINUE TO INCREASE, AND

WHEREAS THIS AMOUNT OF MONEY NEEDS TO BE CONTROLLED BY A KNOWLEDGEABLE INDIVIDUAL WITH ACCOUNTING EXPERIENCE, AND

WHEREAS THE COMPTROLLER IS RESPONSIBLE FOR ALL A&S MONEY AND IS AN ELECTED STUDENT WHO MAY OR MAY NOT HAVE THE PROPER BACKGROUND TO HANDLE THE INCREASED AMOUNT, AND

WHEREAS THE STATE OF FLORIDA IS CONDUCTING AUDITS OF ALL SGA ACCOUNTS, AND

WHEREAS A&S MONEY MAY FALL INTO THE HANDS OF AN UNINFORMED STUDENT UNDER THE CURRENT PROCEDURES,

THEREFORE LET IT BE RESOLVED THAT THE STUDENT GOVERNMENT ASSOCIATION CHANGE THE COMPTROLLER POSITION TO A FULL TIME ACCOUNTANT AND CREATE A TREASURER POSITION TO AID THIS INDIVIDUAL. THE DUTIES ARE AS ATTACHED.

ALSO, WITH THE APPROVAL OF THIS RESOLUTION ALL SGA BYLAWS AND EFFECTED POLICIES AND PROCEDURES BE AMENDED TO REFLECT THE
----- ABOVE -----

Motion was made and seconded to elect the treasurer from the senate body.
PASSES 12-0-2

Respectfully submitted,

PRESIDENT'S CABINET
Introduced by _____ EXECUTIVE OFFICERS

SENATE ACTION 12-1-1

Date 2-5-93

Be it known that SR 93S-763

is hereby passed / vetoed on

this 12 day of February, 1993.

Lavon S. Banks

Signature _____

Student Body President

JOB DESCRIPTIONS

COMPTROLLER/ACCOUNTANT

\$27,000 SALARY:

APPOINTED BY THE PRESIDENT'S SEARCH COMMITTEE

**We are obligated to follow university policy

DUTIES:

- *OFFICE MANAGER
- *ADVISOR TO SGA TREASURER
- *MANAGER OF ALL A&S ACCOUNTS
- *ADVISOR TO BUDGET AND ALLOCATIONS

TREASURER

\$4.5 FOR 20 HOURS BIWEEKLY

ELECTED BY THE STUDENT BODY IN REGULAR EXECUTIVE GENERAL ELECTIONS***

DUTIES:

- *CHAIRPERSON OF BUDGET AND ALLOCATIONS
- *OVERSEEING THE EXECUTION OF THE ACTIVITY AND SERVICE FEE POLICIES AND PROCEDURES
- *PRODUCE QUARTERLY REPORTS WITH THE AID OF THE COMPTROLLER
- *PRODUCE ALL LEGISLATION FORM B&A
- *MEMBER OF PRESIDENTS CABINET AND EX-OFFICIO OF SENATE, COMMITTEES, BOARDS AND COUNCILS
- *PERFORM OTHER DUTIES ASSIGNED BY THE SGA PRESIDENT, COMPTROLLER, OR PRESIDENT'S CABINET OR SENATE PERTAINING TO THE JOB DESCRIPTION

***ALTERNATIVE TREASURER POSITION:

The Treasurer could be elected from the Senate in order to prevent conflicts between the Comptroller and elected treasurer. At the basic level, the position is a sophisticated committee chairperson. If elected by the general student body, then the position becomes an executive position and will need to be treated as such. However, if elected from the Senate body, then it is clear that the status is not executive but legislative. (or rather quasi-executive)

BYLAW AMENDMENTS
COMPTROLLER/TREASURER POSITIONS

ARTICLE II, SECTION 1 OFFICERS

There shall be three (3) elected officials of the Student Government Association: President, Vice President and Treasurer. Each officer shall be a registered student (full/part time) and will have a cumulative grade point average of 2.0/4.0. President and Vice President shall be elected by the general student body during the spring elections. The Treasurer shall be elected from among the Senate body no later than two weeks after the validation of the spring election results. These officers may not hold a particular office for more than two consecutive terms. A term will not exceed one (1) year.

SUBSECTION 1C TREASURER

The position of Treasurer...(comptroller changed to treasurer throughout section)

1. To serve as the chairperson of the Student Government Association Budget and Allocations Committee.
2. To review...(same)
3. (same)
4. DELETE
5. To maintain a monthly file of Finance and Accounting...(same as old #1)
6. (same)
7. DELETE
8. (same)
9. To produce all legislation from the Budget and Allocations Committee and transfer them to the Senate President in accordance with the posting of legislation guidelines.
10. To perform other duties assigned by the SGA President, Comptroller, President's Cabinet and/or Senate pertaining to the job description.

SUBSECTION 2E COMPTROLLER

The Student Government Association must have a full time employee who will serve as the official accountant under the title of Comptroller. The position is designed to ensure the fiscal responsibility of the Activity and Service Fee Budget in accordance with the policies of the university and Florida State Statutes. Duties include

1. Serve as the office manager for the SGA office staff.
2. Serve as advisor to the SGA Treasurer and Budget and Allocations Committee.
3. To maintain updated files of the transactions and history of the Activity and Service Fee.
4. To process all materials pertaining to accounts.
5. To serve as the chief liaison between for the A&S

SUBSECTION 1B and C

CHANGE (B) Comptroller to Treasurer and DELETE (C) Comptroller

SUBSECTION 2D CAMPAIGNS

ADD: 6. All candidates must return a declaration of candidacy form to the OBC Chair with the application to signify that the candidate has read and understood ALL campaign guidelines and qualifications for the position sought provided in the elections packet

SUBSECTION 2E3 ELECTIONS

DELETE COMPTROLLER

SECTION 3 VALIDATION

1. (same)
2. (same)
3. The Senate shall approve/disapprove the results of the election. When approved, all candidates not subject to election violations shall be considered validated. Those who have been fined for a violation must pay the fine before being validated. The Organization and Bylaws Committee can recommend fines not to exceed \$100. The Committee may recommend to the Senate any punishment appropriate for the violation, including fines. Punishments may include (but not limited to) public apologies, community service, fines, deletion of votes and removal. SGA holds the right to prevent any student from registering for the following term who fails to pay fines. If necessary violations may be settled before the date of election to prevent conflict of interest among the Senate.
4. (same)
5. (same)
6. Change Comptroller to Treasurer

- Budget directors.
6. To perform any other duties assigned by the SGA President, President's Cabinet and/or Senate further outlined in the job description which do not violate A&S Policies, university policies or the Florida State Statutes.

SUBSECTION 4C TREASURER VACANCY

In the event of a vacancy in the position of Treasurer, the President's Cabinet shall select a temporary Treasurer for a period of no more than thirty (30) days. During that thirty days, the Senate will assemble and elect a competent member to serve as the Treasurer. That candidate will serve until the new Treasurer is elected no more than two weeks after that validation of the spring elections.

ARTICLE III, SECTION 2

(DELETE COMPTROLLER---SHOULD THE TREASURER BE ALLOWED TO VOTE ON LEGISLATION THAT COMES FROM BUDGET AND ALLOCATIONS?)

ARTICLE IV, SUBSECTION 3A ELECTION

Change Comptroller to Treasurer

SUBSECTION 3B

The Chairperson of any Student Government Association standing, special, or ad-hoc committee, with the exception of the Treasurer, may be removed by a majority vote of the Senate.

????SHOULD THE TREASURER BE REMOVED LIKE A COMMITTEE CHAIR OR AN EXECUTIVE OFFICER????

SUBSECTION 5A2

ADD: The SGA Comptroller shall serve as an ex-officio member for the purpose of advising the committee. The Comptroller does not count for quorum.

ARTICLE V, SECTION 2

CHANGE Comptroller to Treasurer

ARTICLE VI, SECTION 1

DELETE Comptroller and add The SGA Treasurer shall be elected by majority vote of the Senate no more than two weeks after the validation of the spring election.